



CHEROKEE COUNTY

Building Safety



110 Railroad Ave.
Gaffney, SC 29340
Office 864-487-2561 Fax 864-902-1100

To Obtain a new Residential Building Permit the following is Required:

- An address letter for the site obtained from the Addressing Office.
- A completed Residential Building Permit application.
- A properly filed Disclosure Statement if the permit is being obtained by the property owner.
- An approval from DHEC on the septic tank system or a statement stating that the site is serviced by a public sewer system.
- Construction drawings for the new dwelling (these may be owner prepared).
- A site plan showing the location of the dwelling to any related property lines, wells, septic systems, etc.
- Payment for any applicable fees.

The State allows a property owner to pull a permit to construct his own home with certain limitations. These limitations are explained in the "Disclosure Statement" mandated by the State.

A residential plan review is required for all residential construction projects. This process allows us sufficient time to review construction documents against current codes and verify proper licensing of the contractors. This review process will be completed, and the contractor notified of the results, as soon as possible but no later than three days after completed submittal.